

Approve and Review an Invoice Batch

Scope

This procedure covers how to approve an invoice batch and review that batch to confirm the status changed to Approved.

Used this procedure when you need to approve an invoice batch you have manually created. Approved invoices will be picked up and paid out in the next payment batch created in the SFA FMS.

System References

N/A

Policy

N/A

Responsibility

SFA (Program) Invoice Manager

Distribution

N/A

Ownership

N/A

Activity Preface

This activity is performed whenever you need to approve an invoice batch and confirm that the status of that batch is Approved.

An invoice batch contains invoice(s) that have been previously created in AP.

This procedure details how to manually approve and review new invoice(s) that have been created in an invoice batch.

This procedure has two steps:

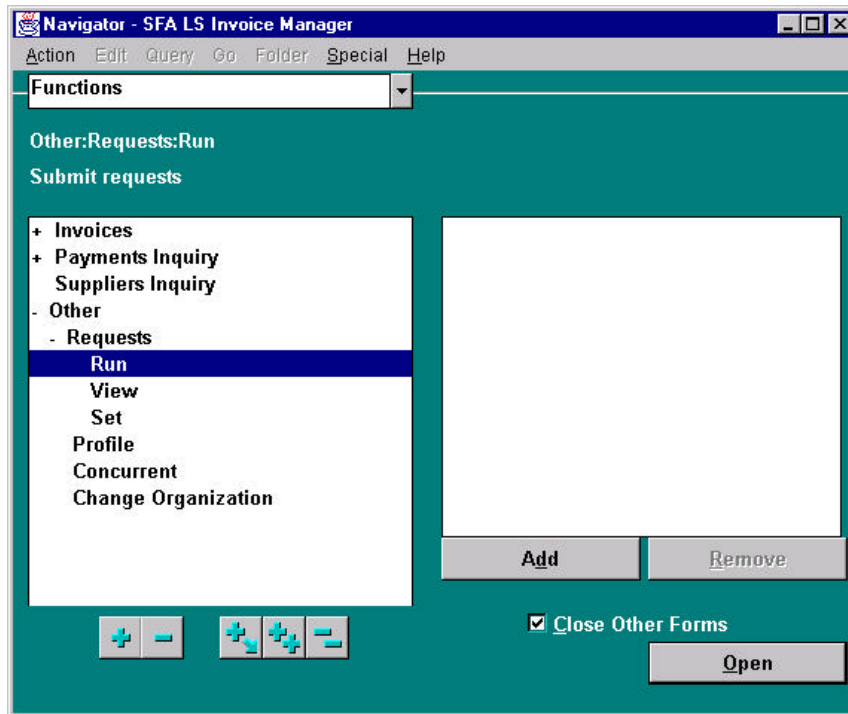
Step 1 details how to approve an invoice batch by submitting the Payables Approval Request for a specific invoice batch.

Step 2 details how to review the invoice batch in order to confirm that the status changed to Approved.

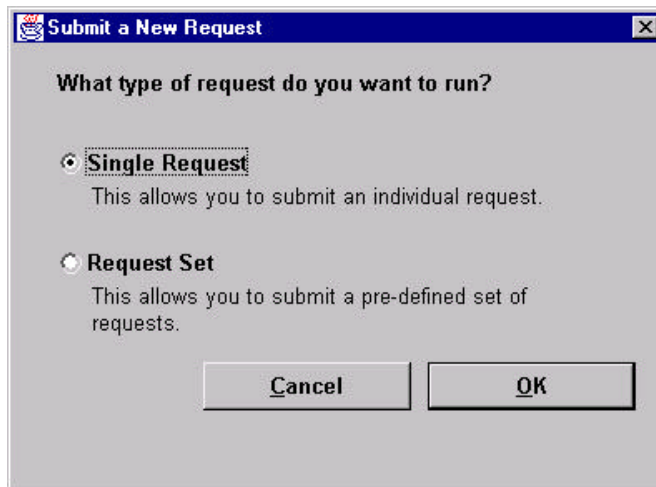
This procedure uses Direct Loan Servicing (DLS) as an example, since DLS must manually create, approve, and pay invoices to issue RO, EDS, and LC refunds. However, the procedure is a standard procedure for approving an invoice batch in Oracle.

Approve an Invoice Batch-SFA (Program) Invoice Manager

1. From the Responsibilities window, Select the *SFA DLS Invoice Manager* responsibility and Click on the OK button. The Navigator window appears.



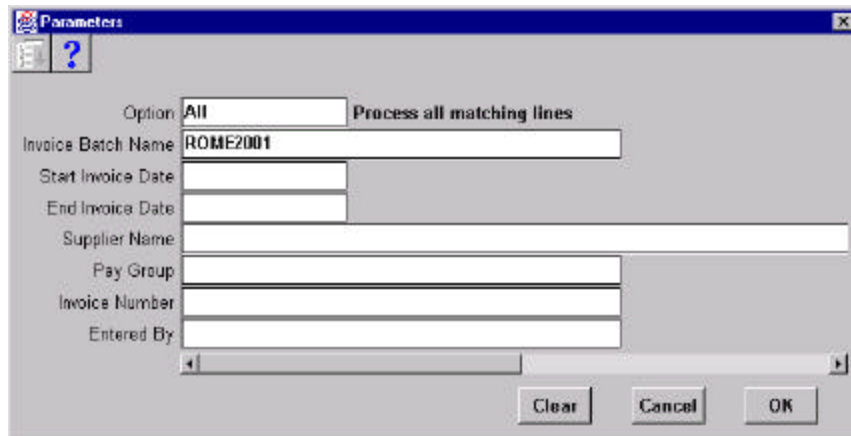
2. From the Navigator window, Double Click on **Other** → **Requests** → **Run**. The Submit a New Request window opens.



3. From the Submit a New Request window, Click on the OK button. The Submit Request window appears.

4. From the Submit Request window, Click on the LOV icon. The Reports window appears.

5. From the Reports window, type 'pay' and Select Payables Approval. Click on the OK button. The Parameters window appears.

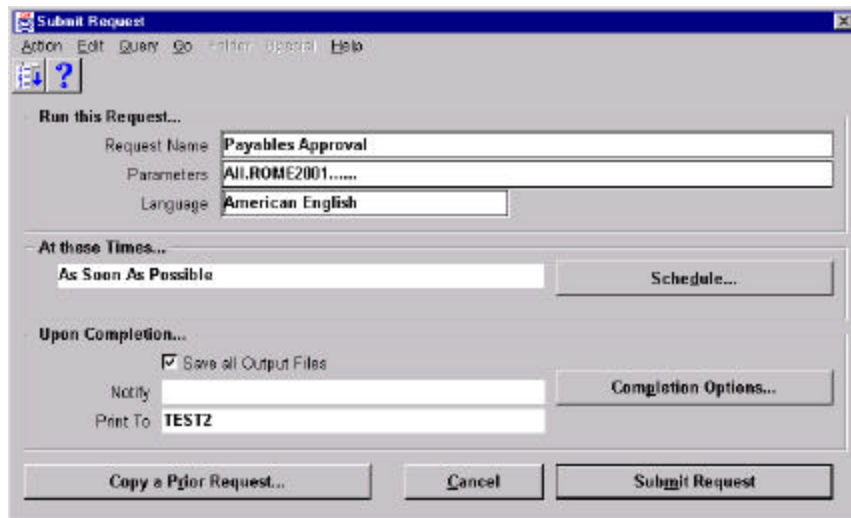


The Parameters dialog box contains the following fields and controls:

- Option:** A dropdown menu set to "All". To its right is the text "Process all matching lines".
- Invoice Batch Name:** A text field containing "ROME2001".
- Start Invoice Date:** An empty date field.
- End Invoice Date:** An empty date field.
- Supplier Name:** An empty text field.
- Pay Group:** An empty text field.
- Invoice Number:** An empty text field.
- Entered By:** An empty text field.
- Buttons:** "Clear", "Cancel", and "OK" buttons at the bottom right.

6. Enter **All** in the Options field and the unique Batch Name in the Invoice Batch Name field. Click on the OK button. The Submit Request window returns.

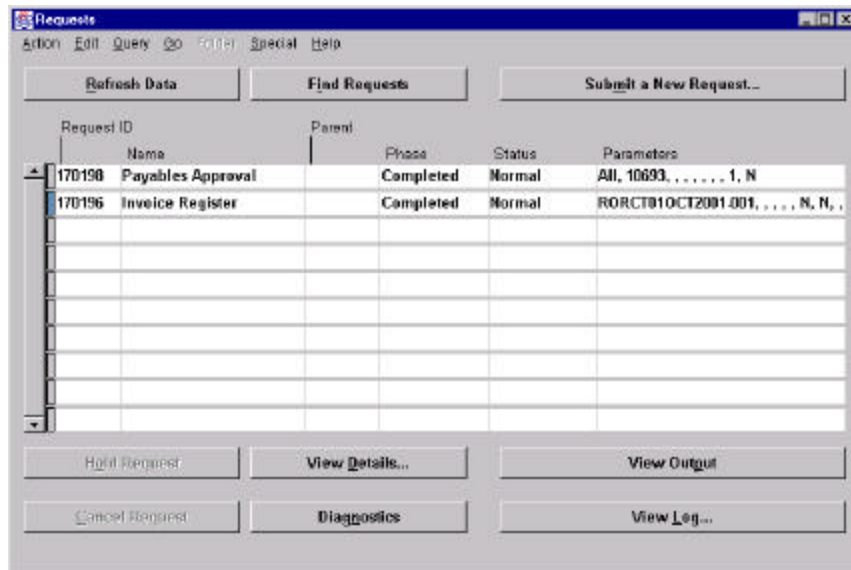
FYI: You may make your selections from the LOV icon instead of typing it in the field. The unique batch name will be listed on the Invoice Register report you used to review the invoices.



The Submit Request dialog box contains the following sections and controls:

- Run this Request...**
 - Request Name:** "Payables Approval"
 - Parameters:** "All.ROME2001....."
 - Language:** "American English"
- At these Times...**
 - As Soon As Possible:** A text field.
 - Schedule...:** A button.
- Upon Completion...**
 - ☒ **Save all Output Files**
 - Notify:** An empty text field.
 - Print To:** "TEST2"
 - Completion Options...:** A button.
- Buttons:** "Copy a Prior Request...", "Cancel", and "Submit Request" at the bottom.

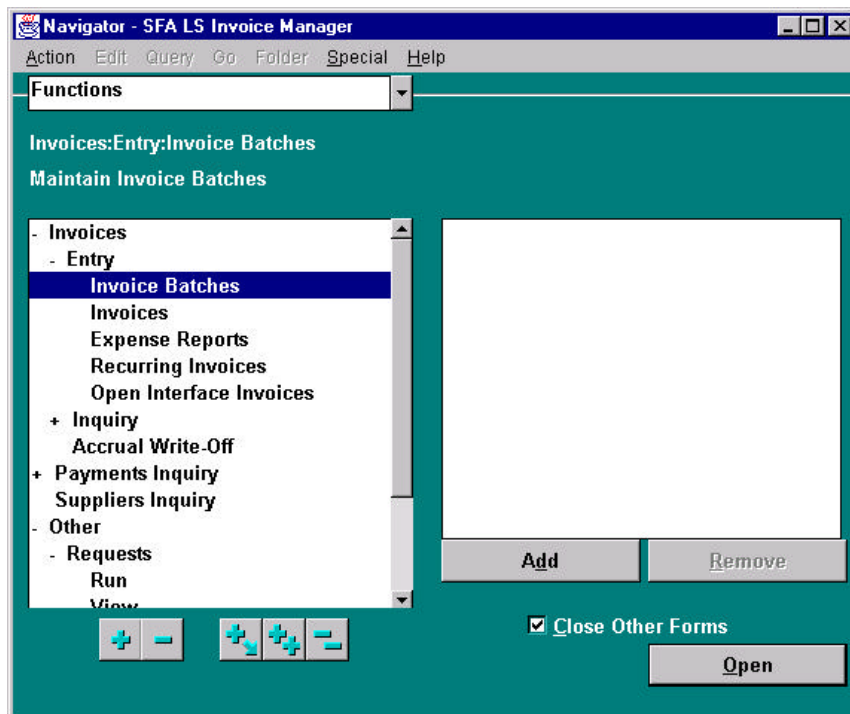
7. Click on the Submit Request button. The Requests window appears.



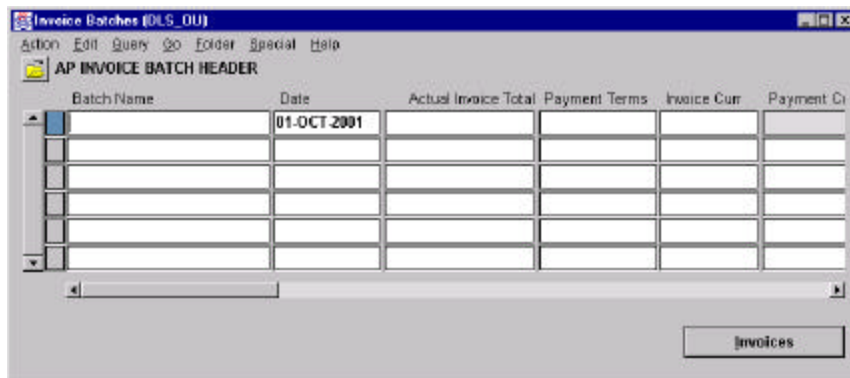
8. Click on the Refresh Data button until the Phase changes to 'Completed' and the Status is 'Normal.'

9. Close the Requests window to return to the Navigator window.

Review an Invoice Batch- SFA DLS Invoice Manager



10. Double Click on **Invoices** → **Entry** → **Invoice Batches** to open the Invoice Batches window. The Invoice Batches window opens.



11. From the Invoice Batches window, find the approved batch by selecting **Query** → **Enter** from the Menu Bar. Enter the Payment Batch name in the Payment Batch Name field. Select **Query** → **Run**. The Invoice Batches window displays with the Invoice Batch you queried.

Batch Name	Date	Control Count	Control Amount
ROME2001	15-OCT-2001	1	100

Invoices

FYI: You can use the % sign as a wildcard for searching. Enter a % sign before and/or after any characters in the name you wish to search. For example, to query the batch name 'ROME2001,' you could enter %ROME% in the Bath Name field. Running the query will bring up this batch name, along with all other batches with those characters. Select the Invoice you wish to review. The Invoices window will open.

12. Click on the Invoices button. The Invoices window opens.

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amoi
Standard	John Stude	200033	LS_REFU	15-OCT-2001	ROME2333S0	USD	100.

Batch Control Total: 100
Actual Total: 100

Amount Paid: USD 0.00
Holds: 0
Status: Approved
Distribution Total: 100.00
Posted: No

Actions... 1 Holds Payments Match
Scheduled Payments Overview Distributions

13. Confirm that the Status in the Status field is Approved for each Invoice.

FYI: If the status is not Approved, you need to update the invalid invoice(s) and re-approve the invoice batch. To update the invalid

invoice(s), select each invoice in the Invoices window and Click on the Distributions window. Update the invalid information (e.g., Invoice Amount, Transaction Code, Accounting Segment, etc.). Re-approve the entire invoice batch at the batch level (See all of the procedures under *Approve an Invoice – Step One*). Verify that the Invoice(s) were successfully approved (See all of the procedures under this section, *Review an Approved Invoice – Step Two*).

14. To review, Select each invoice and Click on the Distributions button. The Distributions window will appear.

Distributions (DL5: 00) - ROME23335000001, John Student

Action Edit Query Go Ender Special Help

Invoice Total 100.00
Distribution Total 100.00

Num	Type	Amount	Tax Name	GL Date	Account
1	Item	100.00		15-OCT-2001	4253XMY.B.01.135006.ENJED00

Account Description: FED DIR STUDENT.CATEGORY B.Year 2001.UNAPPLIED RECEI.ACCOUNTING.DL

Status: Approved
Posted: No
PO Number:

Prorate... 1 Reverse 1 View PO Calculate Tax

15. In the Distributions window, Verify the Account Information and that the amount in the Invoice Total and the Distribution Total match for each invoice.
16. Close out of all windows to return to the Navigator window after reviewing all approved invoices.

End of activity.

